



Monthly



IA 12020 (IA POP 2/14/2020-9/30/2022)

Status report for EPA (OCSPP) Support

Prepared for: Federal Consulting Group (FCG) US Department of the Interior ATTN: Jessica Reed, Program Manager Email: jessica_reed@ios.doi.gov Or ATTN: Kekoa Tinnell Email: kekoahauoli_tinnell@ios.doi.gov	Prepared by: LDSS Corp 5100 Springfield Pike, Suite 104 Dayton, OH 45431 www.ldsscorp.com
--	--

Task Title: EPA (OCSPP)

Reporting Period: October 2021

Task Manager(s): Elaine Wright, Ramona Trovato, Mike Flynn

Summary Statement/Description: Provide support in the areas of purpose of this call order is to provide coaching, consulting and facilitation services to the Federal Consulting Group (FCG) in support of the Environmental Protection Agency (EPA), Office of Chemical Safety and Pollution Prevention (OCSPP). OCSPP has a variety of on-going organizational improvement and strategic planning projects that require the participation of subject matter experts and experienced facilitators to ensure success.

A. Activities/Time During Reporting Period:

The following activities/tasks were completed during this reporting period.

TASK	FACILITATION SUPPORT	Name of OCSPP Requestor	Consultant	Hours	Date of Service
	No Activity				
			Elaine Wright	(total)	
	No Activity				
			Ramona Trovato	(total)	
	No Activity		Mike Flynn		
				(total)	
TASK	COACHING / CONSULTING	Name of OCSPP Requestor	Consultant	Hours	Date of Service
	(b) (6)	Coachee	Wright	1.25	10/28/2021
	(b) (6)	Coachee	Wright	1.25	10/19/2021
			Elaine Wright	(total) 2.5	

IA 12020 (IA POP 2/14/2020-9/30/2022)

	(b) (6)	Coachee	Trovato	1.00	10/1/2021
	(b) (6)	Coachee	Trovato	1.00	10/15/2021
	(b) (6)	Coachee	Trovato	1.00	10/1/2021
	(b) (6)	Coachee	Trovato	1.00	10/21/2021
	(b) (6)	Coachee	Trovato	1.00	10/14/2021
	(b) (6)	Coachee	Trovato	1.00	10/1/2021
	(b) (6)	Coachee	Trovato	1.00	10/8/2021
	(b) (6)	Coachee	Trovato	1.00	10/15/2021
	(b) (6)	Coachee	Trovato	1.00	10/22/2021
	(b) (6)	Coachee	Trovato	1.00	10/29/2021
	(b) (6)	Coachee	Trovato	1.00	10/18/2021
	(b) (6)	Coachee	Trovato	1.50	10/1/2021
	(b) (6)	Coachee	Trovato	1.50	10/22/2021
	(b) (6)	Coachee	Trovato	1.00	10/29/2021
	(b) (6)	Coachee	Trovato	1.50	10/8/2021
	(b) (6)	Coachee	Trovato	1.50	10/15/2021
			Ramona Trovato	(total) 18.0	
	No Activity				
			Mike Flynn	(total)	
	(b) (6)	Coachee	Roden	1.0	10/20/21
	(b) (6)	Coachee	Roden	1.0	10/29/21
			Michele Roden	(total) 2.0	
TASK	PROGRAM REVIEW / ANALYSIS	Name of OCSPR Requestor	Consultant	Hours	Date of Service
	Call with Bruce Berkley on Organization Assessment	(b) (6)	Wright	0.5	8/11/2021
	OCSPR Climate Assessment Project – Status update to Rick	(b) (6)	Wright	0.5	9/2/2021
	OCSPR Climate Assessment – Planning: review and comment on project scope documents	(b) (6)	Wright	0.5	9/22/2021
	(b) (6)	(b) (6)	Wright	1.5	10/4/2021
	(b) (6)	(b) (6)	Wright	2	10/4/2021

IA 12020 (IA POP 2/14/2020-9/30/2022)

(b) (6)	(b) (6)	Wright	2	10/4/2021
(b) (6)	(b) (6)	Wright	1.5	10/4/2021
(b) (6)	(b) (6)	Wright	1.25	10/4/2021
(b) (6)	(b) (6)	Wright	5	10/5/2021
(b) (6)	(b) (6)	Wright	1	10/5/2021
(b) (6)	(b) (6)	Wright	1.25	10/5/2021
(b) (6)	(b) (6)	Wright	1.75	10/6/2021
(b) (6)	(b) (6)	Wright	1.5	10/6/2021
OCSP Climate Assessment Project - Rick /Hamaad/Bruce Call + Next Steps + Prep	(b) (6)	Wright	1	10/6/2021
OCSP Climate Assessment Project - Rick /Hamaad/Bruce Call + Meeting Summary	(b) (6)	Wright	0.5	10/7/2021
(b) (6)	(b) (6)	Wright	2	10/7/2021
(b) (6)	(b) (6)	Wright	1.5	10/7/2021
OCSP Climate Assessment Project - Rick/Hamaad - Listening Session Scheduling	(b) (6)	Wright	0.5	10/8/2021
OCSP Climate Assessment Project - Researching scheduling platforms	(b) (6)	Wright	2	10/10/2021
OCSP Climate Assessment Project - Rick - Listening Session & Interviews Scripts	(b) (6)	Wright	2	10/10/2021
(b) (6)	(b) (6)	Wright	1	10/11/2021
(b) (6)	(b) (6)	Wright	3	10/11/2021

IA 12020 (IA POP 2/14/2020-9/30/2022)

(b) (6)	(b) (6)	Wright	2	10/12/2021
(b) (6)	(b) (6)	Wright	1.5	10/12/2021
(b) (6)	(b) (6)	Wright	1.25	10/13/2021
(b) (6)	(b) (6)	Wright	1.25	10/13/2021
OCSP Climate Assessment Project - Rick - Incorporation of Comments/Finalized Script	(b) (6)	Wright	1.25	10/13/2021
(b) (6)	(b) (6)	Wright	1.25	10/13/2021
(b) (6)	(b) (6)	Wright	1.25	10/14/2021
OCSP Climate Assessment – Rick – Status and recommendation for Listening Sessions	(b) (6)	Wright	0.5	10/15/2021
(b) (6)	(b) (6)	Wright	1	10/17/2021
(b) (6)	(b) (6)	Wright	1.25	10/18/2021
(b) (6)	(b) (6)	Wright	1.5	10/18/2021
(b) (6)	(b) (6)	Wright	2.25	10/19/2021
(b) (6)	(b) (6)	Wright	2.5	10/19/2021
OCSP Climate Assessment Project – Rick – Status update	(b) (6)	Wright	0.5	10/19/2021
OCSP Climate Assessment -- Revised proposed budget projection, usage and tracking	(b) (6)	Wright	2	10/19/2021
OCSP Climate Assessment Project – Rick – Draft Report	(b) (6)	Wright	4	10/20/2021
(b) (6)	(b) (6)	Wright	2.25	10/20/2021
(b) (6)	(b) (6)	Wright	1.5	10/21/2021

IA 12020 (IA POP 2/14/2020-9/30/2022)

	(b) (6)	(b) (6)	Wright	0.5	10/21/2021
	(b) (6)	(b) (6)	Wright	2.5	10/21/2021
	OCSPP Climate Assessment Project – Rick – Revised Listening Session Script + PPT	(b) (6)	Wright	1.75	10/21/2021
	(b) (6)	(b) (6)	Wright	2	10/22/2021
	(b) (6)	(b) (6)	Wright	1	10/22/2021
	OCSPP Climate Assessment Project – Rick – Status+ Incorporated comments/Script + PPT	(b) (6)	Wright	0.5	10/22/2021
	(b) (6)	(b) (6)	Wright	1	10/23/2021
	(b) (6)	(b) (6)	Wright	2.25	10/24/2021
	OCSPP Climate Assessment Project – Rick – Scheduling mechanism, revised script + PPT	(b) (6)	Wright	3	10/24/2021
	(b) (6)	(b) (6)	Wright	1	10/25/2021
	(b) (6)	(b) (6)	Wright	1.25	10/25/2021
	(b) (6)	(b) (6)	Wright	1.25	10/25/2021
	OCSPP Climate Assessment Project – Status Update to DAA	(b) (6)	Wright	0.5	10/25/2021
	OCSPP Climate Assessment Listening Session - Scheduling Instructions + 3 Calendars	(b) (6)	Wright	1	10/25/2021
	OCSPP Climate Assessment Listening Session - Revised Script + PPT	(b) (6)	Wright	1	10/26/2021
	OCSPP Climate Assessment Listening Session - Prep + Dry Runs	(b) (6)	Wright	2	10/27/2021
	OCSPP Climate Assessment Listening Session #1	(b) (6)	Wright	1	10/27/2021

IA 12020 (IA POP 2/14/2020-9/30/2022)

	OCSPP Climate Assessment Listening Session # 2	(b) (6)	Wright	1	10/27/2021
	(b) (6)	(b) (6)	Wright	1	10/27/2021
	OCSPP Climate Assessment Project – Status Update to DAA	(b) (6)	Wright	0.5	10/27/2021
	(b) (6)	(b) (6)	Wright	1	10/28/2021
	OCSPP Climate Assessment Project – Survey Synopsis/Summary Reviews + direction	(b) (6)	Wright	1.5	10/28/2021
	OCSPP Climate Assessment Project – Interview Scripts	(b) (6)	Wright	2	10/29/2021
	OCSPP Climate Assessment Project – Rick Briefing package and email	(b) (6)	Wright	1	10/29/2021
	OCSPP Climate Assessment Project – Summary of Listening Session #2	(b) (6)	Wright	2	10/29/2021
	OCSPP Climate Assessment Project – Revised budget estimate + tracking system	(b) (6)	Wright	1.25	10/30/2021
	OCSPP - Prepare required EPA reports	OCSPP	Wright	0.5	10/31/2021
			Elaine Wright	(Total) 97.25	
	(b) (6)	(b) (6)	Trovato	1.00	10/6/2021
	(b) (6)	(b) (6)	Trovato	0.50	10/18/2021
	(b) (6)	(b) (6)	Trovato	1.00	10/6/2021
	(b) (6)	(b) (6)	Trovato	1.00	10/14/2021
	(b) (6)	(b) (6)	Trovato	0.50	10/18/2021
	(b) (6)	(b) (6)	Trovato	1.00	10/28/2021
	(b) (6)	(b) (6)	Trovato	1.00	10/12/2021
	(b) (6)	(b) (6)	Trovato	1.00	10/25/2021
	(b) (6)	(b) (6)	Trovato	1.00	10/4/2021
	(b) (6)	(b) (6)	Trovato	0.50	10/21/2021
	(b) (6)	(b) (6)	Trovato	1.50	10/18/2021
	(b) (6)	(b) (6)	Trovato	0.50	10/17/2021

IA 12020 (IA POP 2/14/2020-9/30/2022)

(b) (6)	(b) (6)	Trovato	0.50	10/10/2021
(b) (6)	(b) (6)	Trovato	0.50	10/25/2021
(b) (6)	(b) (6)	Trovato	0.50	10/17/2021
(b) (6)	(b) (6)	Trovato	0.75	10/13/2021
(b) (6)	(b) (6)	Trovato	1.00	10/10/2021
(b) (6)	(b) (6)	Trovato	1.75	10/13/2021
(b) (6)	(b) (6)	Trovato	3.00	10/12/2021
Looking Forward -- FCG Planning Meeting	(b) (6)	Trovato	1.00	10/25/2021
Looking Forward -- Review Slide Deck and Talking Points for Listening Sessions	(b) (6)	Trovato	0.75	10/25/2021
Looking Forward -- Review, analyze, summarize, and synopsise Climate Assessment Survey results	(b) (6)	Trovato	2.00	10/25/2021
Looking Forward -- Review, analyze, summarize, and synopsise Climate Assessment Survey results	(b) (6)	Trovato	8.00	10/26/2021
Looking Forward -- Review, analyze, summarize, and synopsise Climate Assessment Survey results	(b) (6)	Trovato	8.00	10/27/2021
Looking Forward -- Review, analyze, summarize, and synopsise Climate Assessment Survey results	(b) (6)	Trovato	8.50	10/28/2021
Looking Forward -- Rick Keigwin, Hamad Syed, Elaine Wright, Mike Flynn	(b) (6)	Trovato	0.50	10/6/2021
EPA -- Admin Reports	OCSPP	Trovato	0.5	10/31/2021
		Ramona Trovato	(total) 47.75	
Looking Forward Project: Review and planning of interview scheduling function	(b) (6)	Flynn	0.50	10/15/2021

IA 12020 (IA POP 2/14/2020-9/30/2022)

	Looking Forward Project: Planning with E. Wright and R Trovato	(b) (6)	Flynn	0.50	10/18/2021
	Looking Forward Project: planning call with E. Wright and R. Trovato	(b) (6)	Flynn	1.00	10/2/52021
	Looking Forward Project: Attend Listening session #2 and prepare notes of session	(b) (6)	Flynn	1.75	10/27/2021
	Prepare EPA required reports	OCSPP	Flynn	0.25	10/30/2021
			Mike Flynn	(total) 4.0	

B: Problems and Corrective Action Taken: N/A

C: Government Action Required: N/A

D: Schedule, If Applicable: N/A

E: Trip Summary / Conferences Attended, If Applicable:

F: Planned Activities/Time Next Reporting Period:

The following activities/tasks are planned during the next reporting period.

	Consultant	Hours
TASK – FACILITATION SUPPORT		
• No Activity Planned	Elaine Wright	0.0
• No Activity Planned	Ramona Trovato	0.0
• No Activity Planned	Mike Flynn	0.0
TASK – COACHING / CONSULTING		
• Executive Coaching	Elaine Wright	2.0
• Executive Coaching	Ramona Trovato	15.0
• No Activity Planned	Mike Flynn	0.0
• Executive Coaching	Michele Roden	10.0
TASK - PROGRAM REVIEW/ANALYSIS		
• Great Place 2 Work • Core Values Initiative • Employee Engagement • Integrity Project	Elaine Wright	58.0
• OPS • Great Place to Work	Ramona Trovato	65.0

IA 12020 (IA POP 2/14/2020-9/30/2022)

<ul style="list-style-type: none"> ○ Strategic Planning ○ Employee Engagement ○ Core Values ○ Leadership Development ○ DEAI ○ Integrity Project 		
<ul style="list-style-type: none"> ● Integrity Project 	Mike Flynn	10.0

G: Hours Summary

Consultants	Elaine Wright	Mike Flynn	Ramona Trovato	Michele Roden
Oct Hours Used	99.75	4.0	65.75	2.0
Total Hours Used To Date	713.75	10.75	758.75	27.25
Projected Hours for Nov 2021	60.0	10.0	80.0	10.0

Total Hours Authorized:	2846.10
Hours Remaining:	442.75